



WORKSHEET

Business Technology Bilingual Medical Office Assistant
 Associate of Applied Science – F565B
 108 Credits
 Revised 8/28/19

Student Name _____ Student ID# _____

Required Classes		Grade	Required Classes		Grade
BT 100	Introduction to Business Technology	2	AHBC 121	Health Care Reimbursement Issues	3
BT 102*	Intermediate Keyboarding*	5	AHBC 133	ICD-10-CM Coding	3
BT 130	Basic Business Essentials	5	BA 138	Written Business Communications	5
BT 131	Office Reference Procedures I	5	IT 102	Windows	2
BT 132	Office Reference Procedures II	5	IT 111	Spreadsheets Introduction	2
BT 140**	Electronic Business Math Apps.	5	IT 115	Database Introduction	2
BT 170	Integrated Business Applications I	5	IT 120	PowerPoint	2
BT 260	Word Processing	5	Native Spanish Speakers		
BT 272	Office Procedures	5	SPAN 231	2 nd Year Spanish-Professional Speaking	5
BT 273	Transcription & Document Processing or	5	SPAN 232	2 nd Year Spanish-Academic Writing	5
BA 154	Computerized Accounting	5	SPAN 233	2 nd Year Spanish-Academic Reading	5
BT 274	Office Dynamics	5	Native English Speakers ***		
BT 290-293	Advanced Coop Field Experience	2	SPAN 201	Spanish I – Second Year	5
AH 110	Human Body in Health & Disease I	5	SPAN 202	Spanish II – Second Year	5
AH 119	Medical Terminology	5	SPAN 203	Spanish III – Second Year	5
AH 120	Human Body in Health & Disease II	5	40 wpm <input type="checkbox"/>		
AHBC 101	Introduction to Medical Coding	3			
AHBC 102	Introduction to Medical Billing	2			

NOTES: Degree and certificates are awarded upon completion of required courses with a minimum GPA of 2.0 or higher.

- * BT 101 Beginning Keyboarding is a prerequisite for BT 102; students must either take the prerequisite or be able to demonstrate a proficient keyboarding/formatting skill upon entering BT 102.
- ** BA 075 Pre-Business Math with a C (2.0) or better or equivalent YVC placement is a prerequisite for BT 140.
- *** SPAN 201, 202, 203 are currently unavailable at YVC. At this time, these classes are available at Lower Columbia Community College. Check WAOL for current information.
- ❖ BT 103 is required for students who do not meet the keyboarding competency (40 wpm/5 min./4 or few errors) in BT 102. Students may take the class twice. If the competency is still not met after taking the class twice, students will be eligible for a Certificate in General Office instead of the Associate of Applied Science Degree.

PLANNING GUIDE

YEAR ONE

FALL	Credit	WINTER	Credit	SPRING	Credit	SUMMER	Credit

YEAR TWO

FALL	Credit	WINTER	Credit	SPRING	Credit	SUMMER	Credit

Yakima Valley College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance should be directed to the Director of Human Resource Services, YVC, South 16th Ave. & Nob Hill Blvd., Yakima, WA 98902; or call 509.574.4670.